

CPD PROGRESS CHECKLIST FOR CIBA LICENSED TAX PRACTITIONERS

1 Get Started - Register



- Register on CIBA Academy [here](#) for the Tax Practitioner Compliance Toolkit
- Make sure to bookmark the site for easy access

2 Log in to CIBA Academy



- Select My Dashboard and My Courses to view all your CPD events.
- Click "Continue Study" next to the CPD event name to start the event.
- Commence at the Welcome section. The course is structured in a linear fashion, click on "Next Lesson" to proceed.
- After successful completion of the Quiz your CPD Certificate will automatically be issued.

3 Complete the Required CPD



10 Hours/units Tax CPD Required:

- Tax Happy Hour - 20 September 2023 - Medical Tax Credits
- Tax Happy Hour - 18 October 2023 - Leasehold Improvements
- Tax Happy Hour - 22 November 2023 - Concession of Compromise of Debts
- Tax Happy Hour - 7 February 2024 - Tax and the Service Provider
- Tax Happy Hour - 19 March 2024 - Long-term Construction Contracts
- Tax Happy Hour - 27 April 2024 - Education: PBO Legislation
- Tax Happy Hour - 22 May 2024 - Finance and Business Services
- Tax Happy Hour - 26 June 2024 - Agriculture
- Tax Happy Hour - 17 July 2024 - Manufacturing
- Tax Happy Hour - 21 August 2024 - Tax in Transport and Automotive

6 Hours/units Service Related CPD Required:

- Companies Act Amendments - September 2024
- Compilation of Annual Financial Statements: Navigating Companies Act Requirements, PI Score Implications and Accounting Framework Essentials

2 Hours/units Ethics CPD Required:

- Ethical Accountability for Tax Practitioners 2024

If you've already completed any of the listed CPD events, use the Search feature on CIBA Academy to find and select an alternative event in the relevant category.

4



Load your CPD

CIBA is working to integrate SAIBA Academy and the Membership system to streamline the administration of CPD. Currently, CPD must be loaded separately from CIBA Academy on the Membership System as per the below steps.

1. Login at www.accounts.saiba.org.za/login
2. Select the CPD menu option.
3. Select CPD Entries from the CPD menu option dropdown.
4. Insert your information and upload your CPD certificate to your profile (not larger than 1 MB).
5. Select Allocate CPD.
6. A confirmation message will appear " CPDs will be verified within 24 hours of logging in".

The screenshot displays the CIBA website's CPD administration interface. At the top, the navigation menu includes 'HOME', 'SAIBA GROUP', 'YOUR REWARDS', 'APPLICATIONS', 'CPD', 'CERTIFICATES', 'ACCOUNT', 'PRACTICE TOOLS', and 'ADMINISTRATION'. The 'CPD' menu is expanded, showing 'CORE CPD' and 'CPD ENTRIES' options. A large blue arrow points to 'CPD ENTRIES'. Below the navigation, there is a 'Continuous Professional Development' section with a '+ New Entry' button, also indicated by a blue arrow. A modal window titled 'Allocate CPD' is open, showing fields for CPD Type, Status, Title, Description, Hours, File (with a 'Choose File' button), and Obtained at. A blue 'Allocate CPD' button is at the bottom of the modal.

- Verifiable CPD undergoes a verification process, where it is labelled as declined, deleted, rectified or approved.
- Only after the Ethics and Compliance Officer has approved the verifiable CPD entry, will the CPD units be added to the member's total logged CPD units.

5



Enjoy your compliance

End the year with the peace of mind knowing you've completed your Tax Practitioner CPD for 2024.